



17-STEP BUSINESS LICENSE PROCESS FOR THE CITY OF TUCSON

The following 17-step business licensing process was created and developed as a guide to assist City of Tucson business license applicants in successfully completing the business licensing process. This guide will be applicable to the majority of businesses seeking an Occupational License, Business Privilege License, or Liquor License to operate or conduct business within the City of Tucson. **Please read through every step before starting your license process!**

Note: Some professions and careers (e.g., attorney, cosmetologist/barber, psychologist, mortician, etc.) require additional State of Arizona licensing or certification requirements. Please check with the specific department of the State of Arizona in which your area of expertise may be handled. A list of those departments may be found in the “blue pages” of the telephone directory. The state chapter of your professional association may also be able to assist you regarding these additional requirements.

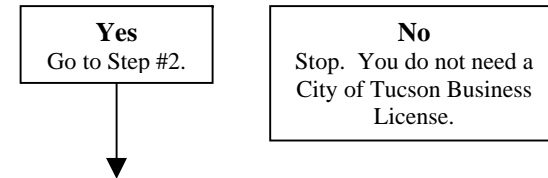
**We wish you much success.
Thank you for opening and operating a
business in Tucson!**



Contact information for all City of Tucson, Pima County, State of Arizona and federal government departments referenced in the following steps are listed at the end of this pamphlet.

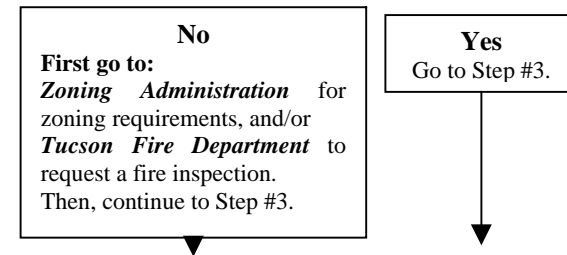
Step 1:

Will your business be located within the city limits of Tucson? *Or*,
Will you conduct business within the city limits?



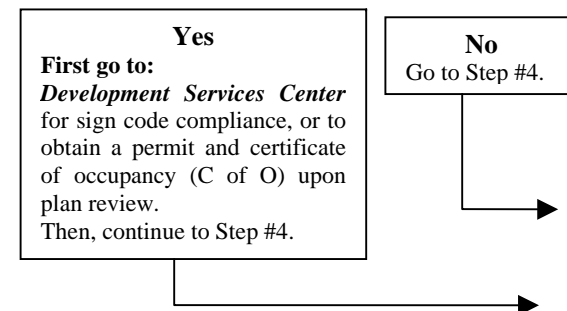
Step 2:

Do you know if your business is zoned to conduct your type of business in your part of town? *Or*,
Do you know if the property/space you are about to rent will pass building and fire code requirements?



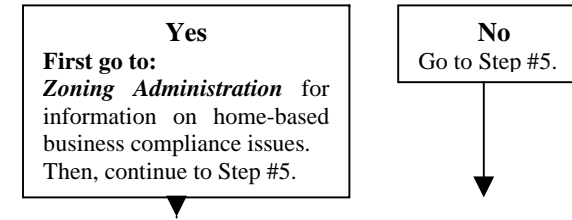
Step 3:

Will you be using a sign to advertise your business? *Or*,
Will any building construction or tenant improvements be required for your business? *Or*,
Will there be a change in property use from the previous business occupant?



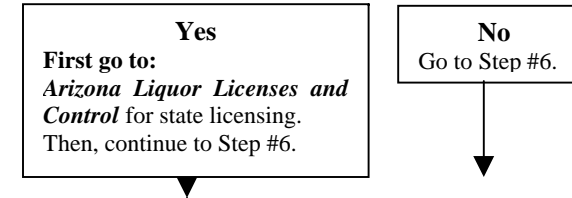
Step 4:

Will your business operate out of your home?



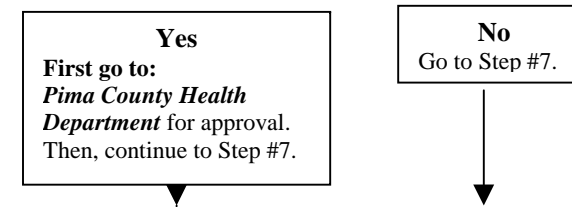
Step 5:

Will your business sell or serve liquor?



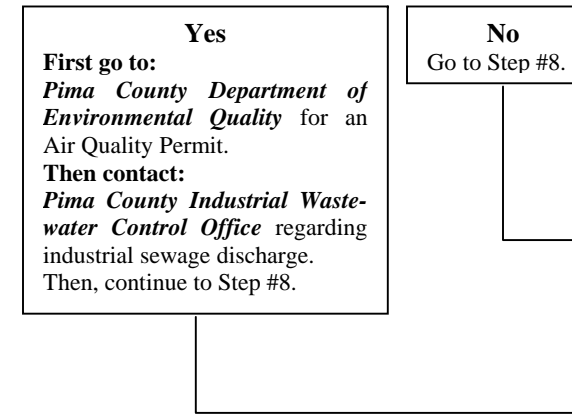
Step 6:

Will food preparation be involved?



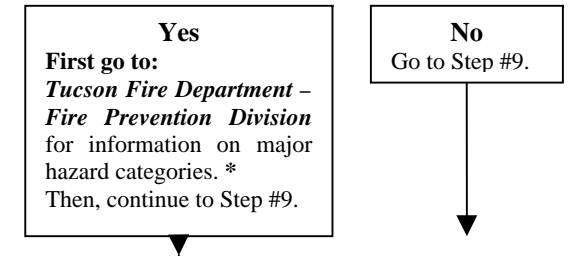
Step 7:

Will you be a manufacturer?



Step 8:

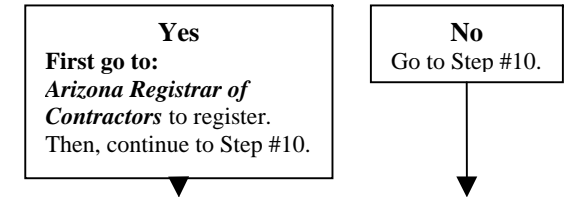
Will you manufacture, use, or store hazardous materials, including fireworks?



**Note: Hazardous Materials Inventory Statement Sheets can be obtained from the City of Tucson Business License Section.*

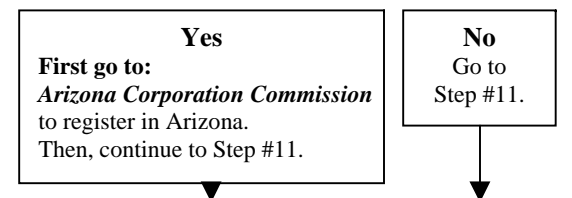
Step 9:

Are you a general (prime) contractor or subcontractor?



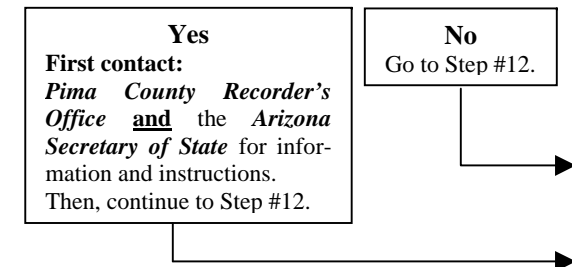
Step 10:

Will your business be a Corporation or a Limited Liability Company? *Or*,
Is your business registered in another state?

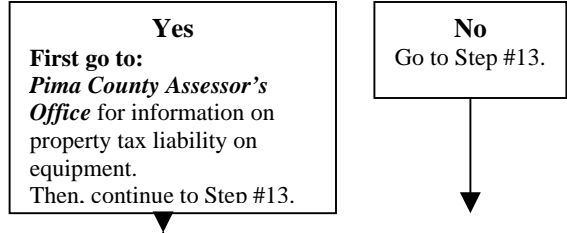


Step 11:

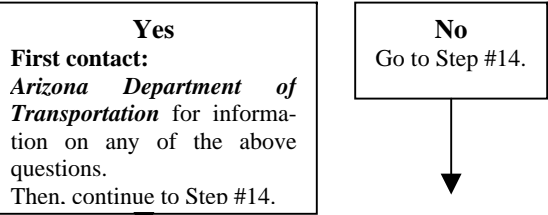
Will you need to protect your trade name or “doing business as” name?



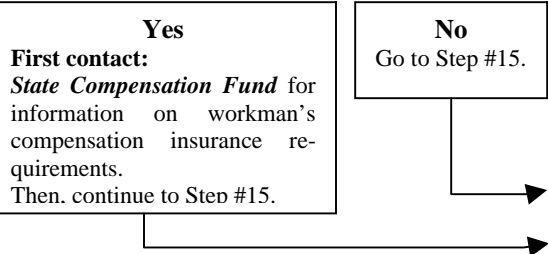
Step 12:
Will you be using personal property (desks, computers, etc.) for business purposes that has a value in excess of \$50,000?



Step 13:
Will you be using your own or someone else's vehicle(s) to transport people or products for a fee? *Or*, Will you be allowing other people to use your vehicle(s) on a fee-for-hire basis? *Or*, Will your business involve retailing, wholesaling, auctioning, brokering, manufacturing/distributing, or transporting autos, or recycling vehicle parts? *Or*, Will your business be an automobile title business?

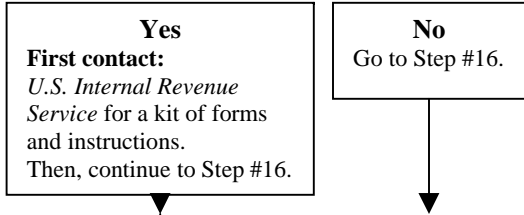


Step 14:
Will you have one or more employees other than yourself?

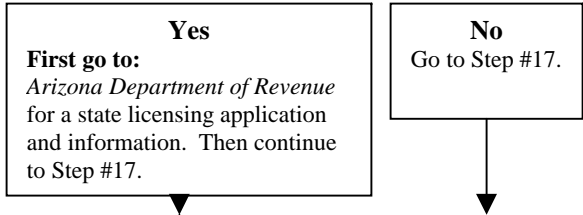


**Note: You are under no obligation to use the State Compensation Fund; you may use a private insurance company for your workman's compensation insurance coverage.*

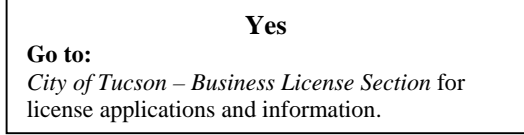
Step 15:
Do you need Federal Internal Revenue Service forms or other tax information?



Step 16:
Will you need State of Arizona sales tax information, including information on use tax, withholding tax, or wholesale tobacco tax information?



Step 17:
Will you need a City of Tucson Business Privilege License and/or Occupational License?



PLEASE NOTE: The City of Tucson has a Business Privilege (Sales) Tax; an Occupational License requirement (for service-oriented and regulated businesses); a Public Utility Tax on water, power, and telecommunications providers; and a Franchise Tax. Business owners are responsible for their own federal, state, county, and city taxes and licenses. Because of this, the City of Tucson Finance Department and the Arizona Department of Revenue give tax and license seminars every other month. The Service Corp of Retired Executives (SCORE) also conducts seminars designed to aid small businesses in understanding federal, state and local tax requirements. For more information on these seminars, please contact:

City of Tucson Tax Audit Section 791-4681 or
SCORE 670-5008

GOVERNMENTAL OFFICES AND CONTACT INFORMATION:

Federal
U. S. Internal Revenue Service 1-800-829-3676

State of Arizona
Arizona Secretary of State 1-800-458-5842
Arizona Department of Transportation
Tucson: 629-9808 Phoenix: 1-602-255-7571
State Compensation Fund 292-4000
800 East Wetmore - Tucson

The following state offices are located at
400 West Congress – Tucson:
Arizona Liquor Licenses & Control – Suite 150
628-6595
Arizona Registrar of Contractors – Suite 212
628-6345
Arizona Corporation Commission – Suite 221
628-6560
Arizona Department of Revenue
628-6491 or 1-800-843-7196

Pima County
Pima County Assessor's Office 740-8237
115 North Church Street – Tucson
Pima County Health Department 740-2760
150 West Congress 2nd & 3rd floors – Tucson
Department of Environmental Quality 740-3340
Industrial Wastewater Control Office 579-5771
Pima County Recorder's Office 623-3177

City of Tucson
Tucson Fire Prevention Division 791-4014
797 East Ajo Way – Tucson
Business License Section 791-4566
255 West Alameda (City Hall) 1st floor
The following city offices are located at
201 North Stone Avenue:
Zoning Administration 791-4541
Development Services Center 791-5550

If you have any questions, please contact the *City of Tucson Small Business Commission* at:

small.business@tucsonaz.gov

*Congratulations
And
Thanks Again
For
Opening and Operating
Your Business
In the
City of Tucson!*

